

[Office of the Secretary Letterhead (see Figure A-13)]

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Honorable James Bowie
Member, United States House
of Representatives
1975 Crockett Way
Alamo, Texas 89145

OR

Honorable Gayle A. Vincent
United States Senator
7506 Oak Tree Boulevard
Suite 230
Fairfax, Virginia 22030

Dear Mr. Bowie:

Dear Senator Vincent:

Unless indicated otherwise by the ticket, all replies to congressional correspondence are prepared for the Director's signature. The Director always replies to a Member, even when the incoming correspondence is from a congressional assistant. If the inquiry is from the Member's district office, the response is addressed to his/her district office, with a copy of his/her Washington, D.C., office (along with a copy of the incoming correspondence and the constituent's letter). The notation "Copy to your Washington, D.C., office" should appear on the reply.

When replying to a constituent at the request of a Member, send the Member a copy of the reply, accompanied by the constituent's letter. When replying to a letter signed by more than one Member, each Member should receive an original, mentioning in each letter that an identical letter has been sent to the other Member(s). Only one set of file copies is necessary with the names and addresses of the additional Member(s) listed as "Identical letter sent to:"

All congressional inquiries, whether oral or written, are answered within 7 working days, or an interim reply is sent immediately. (See Figure A-5)

Sincerely,

(Name)
Director

Copy to your Washington, D.C., office

(Type on file copies only)

cc: AS/WS (3) (White letterhead - xerox, 2 with copies of incoming and enclosure)
CL/WS (White letterhead - xerox with copy of incoming and enclosure)
OCL (White letterhead - xerox with copy of incoming and enclosure)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and enclosure)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
CL - MS 112 (Letterhead - xerox with copy of incoming and enclosure)
Official File - MS xxx (Letterhead - xerox with copy of incoming and enclosure)
Other File Copies (as appropriate)

USGS:Biology:KTSmith:cls:8/10/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

FIGURE A-18
CONGRESSIONAL LETTER TO A REPRESENTATIVE'S OR SENATOR'S DISTRICT OFFICE